

GENERAL ORGANIZATION AND ADMINISTRATION OF THE CHIEF PETTY
OFFICERS' MESS

101. NAME AND MISSION. The organization and facilities operated hereby shall be entitled "Chief Petty Officers' Mess," Naval Station Norfolk, Norfolk, Virginia and may be referred to as the "CPO CLUB." The Chief Petty Officers' Mess is established for the purpose of promoting and maintaining the well-being and morale of Master, Senior, and Chief Petty Officers and members of equivalent pay grades of other branches of the Armed Forces by providing dining, social, and recreational facilities for authorized patrons.

102. COMMANDING OFFICER. The Commanding Officer, Naval Station Norfolk, Norfolk, Virginia, is responsible for the operation of the Mess.

103. MESS MANAGER. A civilian Mess Manager will be employed by the Mess in order to include within the management a person who, by training and experience, is fully qualified in all aspects of club management. The Mess Manager is appointed by the Commanding Officer and is directly responsible to the Commanding Officer for the efficient and effective management of the Mess. The Mess Manager will supervise all personnel employed in or by the Mess, and all areas, activities, operations and functions of the Mess. In addition, the Mess Manager will:

a. Develop and administer a full-scale training program for all employees, ensure that initial and continuing training for each employee is conducted, and maintain appropriate records covering such training.

b. Consider and plan for changes of organization and operations and for future expansion, alteration and/or improvement of physical plant, facilities and equipment. Submit such recommendations and plans to the Commanding Officer.

c. Receive, and safeguard all Mess funds and ensure records of same of the Mess are accurately maintained.

d. Ensure accurate and timely preparation and submission of the monthly financial data of the Mess to the Central Accounting Office of Naval Support Activity.

e. Order all beverages and such other items as are prescribed for centralized procurement through the Consolidated Package Store; sign purchase orders for all provisions and consumable supplies if contact is made with the vendor; otherwise, designate responsible employees of the Mess who meet

or contact vendors to sign purchase orders, subject to subsequent review by the Mess Manager in all cases.

f. Serve as custodian of the physical plant, all equipment, furnishings, supplies and other property belonging to the Mess and of all government property located in the Mess. Ensure that the plant and all property are safeguarded and maintained. Permit removal of Mess property only upon written consent or direction of the Commanding Officer.

g. Implement cost controls in accordance with the Cost Control Manual for Messes Ashore, NAVPERS 15999.

h. Ensure that the material condition and cleanliness of all areas of the Mess are continually maintained at a high standard and immediately review sanitation reports made by the base medical inspectors and submit to the Commanding Officer a report of corrective action taken or the reasons preventing correction of reported deficiencies.